



FEDERAL DISCRETIONARY GRANTS SECTION
MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION
PO BOX 480, JEFFERSON CITY, MO 65102-0480
DISCRETIONARY GRANTS PROJECT AMENDMENT REQUEST

Please check the box of the program that you are amending. Check only one box.

- ☐ **Comprehensive School Reform Program**
☐ **Homeless Children and Youth Program**
☐ **Even Start Family Literacy Program**

- ☐ **Federal Charter Schools**
☐ **Refugee Children School Impact Program**
☐ **Reading First**

DISTRICT/APPLICANT NAME

BUILDING NAME (IF APPLICABLE)

COUNTY-DISTRICT CODE

BUILDING CODE

INSTRUCTIONS: Increases and decreases in the Present Budget are to be indicated in the appropriate function code(s) in **Requested Changes**. The new figures in the **Amended Budget** represent the proposed budget for which approval is requested. All figures should be rounded to the nearest dollar. Explanations for the revisions are to be completed on the back of this form. **(Do not use signature stamp.)**

BUDGET CATEGORIES	PRESENT BUDGET	REQUESTED CHANGES (+ OR -)	AMENDED BUDGET
6100: Salaries			
6200: Employee Benefits			
6300: Purchased Services			
6400: Materials and Supplies			
Subtotal			
Indirect Cost (District Rate _____% x Subtotal)*			
6500: Capital Outlay			
TOTAL BUDGET REQUEST			

* Indirect cost funds are not available for Even Start Family Literacy.

JUSTIFICATION FOR REQUESTED CHANGES: *(Identify the activities that are affected and the manner in which they are affected. If additional space is required, please complete the other side of this form)*

PLEASE PRINT NAME OF AUTHORIZED REPRESENTATIVE

TITLE

SIGNATURE OF AUTHORIZED REPRESENTATIVE

DATE

FOR DESE USE ONLY

SIGNATURE OF DESE OFFICIAL

DATE

- ☐ Amendment Approved
☐ Amendment Not Approved

EXPLANATION OF BUDGET REVISIONS	
6100: Salaries	
6200: Employee Benefits	
6300: Purchased Services	
6400: Materials and Supplies	
6500: Capital Outlay	